

BEACHAMWELL PARISH COUNCIL

**Minutes of the Annual Parish Council Meeting held on
Monday 17th May 2021 at Barton Bendish Village Hall commencing at 7.30pm**

Present:

Cllr Tom Sanderson	Chairman
Cllr Diana Lambert	Vice Chairman
Cllr Richard James	
Cllr Pat O'Donnell	
Cllr Peter Wilkinson	District Councillor
Mrs Sharon Sweet	Parish Clerk

No members of the public present

1. Election of Chairman and Vice Chairman

Cllr Sanderson stood down as the Chairman, Cllr Lambert chaired the meeting. Cllr. Sanderson was nominated to stand as Chairman for the coming year by Cllr. O'Donnell, seconded by Cllr. James. There were no other nominations.

Cllr Sanderson took over chairing the meeting from Cllr Lambert. Cllr. Lambert was nominated to stand as Vice-Chairman by Cllr. Sanderson, seconded by Cllr. James. There were no other nominations.

2. To receive and accept apologies for absence

No apologies had been received.

3. Declarations of Interest on Agenda Items

None.

4. Approve minutes

The minutes of the Ordinary Meeting on 29th March and the Extra-Ordinary Meetings on 26th April & 6th May, having been circulated to all prior to the meeting, were agreed as correct following a proposal by Cllr Sanderson, and seconded by Cllr Lambert.

5. Matters arising

Cllr James advised of an increase in litter in the village. He was reporting this online to Breckland District Council (BDC). Councillors had all noticed an increase in fast food litter and Cllr Sanderson thanked Cllr James for continuing to report the issue to BDC.

6. Public forum for electors to address the council

There were no members of the public present.

7. Chairman's report

Cllr Sanderson reported the Parish had experienced a quiet year during the COVID pandemic. The Parish Council had been able to continue to conduct its business and the use of virtual meetings via the Zoom platform had been a success.

Chairman's signature.....Date.....

8. Highways issues

Pot holes - the Clerk advised Highways were aware of the pot holes reported at the last meeting and work was already scheduled to repair them.

Speeding in the village – Cllr O'Donnell advised she had spoken to a delivery driver who had been exceeding the speed limit on his delivery rounds. At the last meeting Norfolk County Cllr Eagle advised he had some cardboard cut-out signs of toddlers and temporary signs which said “think – slow down” which he was able to lend to the village. Cllr James offered to contact Cllr Eagle to obtain these as soon as possible. *Cllr James to action.*

9. Village Sign and Church Wall Repairs

Village Sign – Cllr O'Donnell had brought to the attention of the PC the base of the recently repaired village sign was crumbling away and the flints falling off. Cllr Sanderson confirmed he had spoken to the contractor who carried out the work. The base will be repaired again, without charge, in the coming weeks.

Church Wall – the church wall required further attention, recent remedial work had not been successful. Cllr Sanderson reminded the PC the contractor, Mr Chadwick, had stated he could not guarantee a partial repair using lime mortar. The PC accept the work requested could not be guaranteed. Cllr Sanderson suggested he obtain quotes for essential repairs to the wall using cement for the pointing work. All agreed to Cllr Sanderson obtaining quotes for the next meeting. *Cllr Sanderson to action.*

10. Training

Cllr James attended the ‘Planning for Parish Councillors’ course on 28th April with the Norfolk Association of Local Councils (NALC). Cllr James reported this had been a very useful course. The PC were grateful for Cllr James attending this training and the benefit it would bring to the PC when discussing planning. Following a proposal by Cllr Sanderson, seconded by Cllr Lambert, it was agreed to pay the £36 course fee.

11. Approve purchase of a filing cabinet

The new Clerk requested permission to purchase a 3-drawer filing cabinet and suspension files for the storage of Parish Council documents. Following a proposal by Cllr Sanderson, seconded by Cllr Lambert, it was agreed the Clerk could purchase these items.

12. Finance

Copies of documents for item a-g and j-k had been provided to all members at the meeting.

a. Approve end of year accounts for 2020/21 – Following a proposal by Cllr Lambert, seconded by Cllr O'Donnell, the accounts were approved.

b. Review of Asset Register – Following a proposal by Cllr Sanderson, seconded by Cllr James, the asset register was approved.

c. Receive Internal Auditors Report – Following a proposal by Cllr James, seconded by Cllr Lambert, the internal auditors report was approved.

d. Review and accept Statement on Internal Control 2020/21 - Following a proposal by Cllr O'Donnell, seconded by Cllr Sanderson, the document was approved.

e. Certification as exempt from limited assurance review – Following a proposal by Cllr Sanderson, seconded by Cllr James, it was agreed that the PC was exempt from the limited assurance review.

f. Completion of Annual Governance Statement 2020/21 – Following a proposal by Cllr O'Donnell, seconded by Cllr Lambert, it was agreed to answer “yes” to items 1-8 on the statement.

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g. Accept Accounting Statements for 2020/21 – Following a proposal by Cllr Sanderson, seconded by Cllr James, it was agreed to accept the accounting statements.

h. Update on Simple Servicing Authority for bank accounts – Following a proposal it was agreed to add the new clerk to the bank account to allow the clerk view only online access to the accounts. Cllr Sanderson and Cllr Lambert.

i. Cheques to be approved and signed for April to May – the following payments were due by cheque direct debit (DD) and standing order (SO):

£ 57.20	HMRC	PAYE for April (SO)
£ 229.02	Miss S Thorpe	Wages for April (SO)
£ 129.56	Mrs S Sweet	Wages for April
£ 456.54	CGM Group Ltd	Grounds maintenance April – May (SO)
£ 36.00	Norfolk ALC	Training Course - Planning for Parish Councillors
£ 43.46	Mrs S Sweet	Expenses including travel
£ 50.00	Mrs CM Hurley	Internal audit
£1001.78	TOTAL	

It was agreed to authorise the cheque payments, direct debits and standing orders, proposed by Cllr Sanderson, seconded by Cllr Lambert.

k. Reconciliation of Cashbook – the new Clerk is currently receiving training from NALC for the accounting software. The reconciliation of the Cashbook will be completed and forwarded to all Councillors once her training is complete. Copies of the bank statements were issued to all members at the meeting. *The clerk to action.*

13. Planning

None

14. Agree Meeting Dates for 2021/22

Meeting dates were agreed as 19th July, 20th September, 15th November, 17th January 2022, 14th March 2022 and 16th May 2022. The Clerk has contacted the Village Hall to book these dates.

15. Correspondence

The Clerk reported CGM Group have written to confirm a 3% price rise from 1 April 2021. Cllr Sanderson asked the Clerk to contact CGM Group and enquire whether this price rise can be fixed without any further price rises for 2022 and 2023. *Clerk to action.*

16. Queens Platinum Jubilee 2022

There was a discussion on how to mark the Queen's Platinum Jubilee in June 2022. The Clerk advised there will be a national drive to 'Plant a Tree in Jubilee'. All agreed it would be of benefit to the Parish to plant a native tree or trees to mark the occasion, provided there was someone to care for the young trees. Cllr Sanderson asked all Councillors to give some thought to ways to celebrate the Jubilee in the Parish.

17. Update from BCC and CC

District Councillor Wilkinson had provided a verbal report on Breckland District Council (BDC) activities at the meeting. Cllr Wilkinson advised:

A project which supports people who are long-term unemployed back into work and training has secured a £66,000 grant from Breckland Council's Inspiring Communities programme. The money

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from the district council will be used to pay for a support worker for clients, transport costs and programme resources. The project will offer help with writing a CV, support with mental health and overcoming isolation, developing confidence in the workplace, simple interview skills, and providing transport to the interview.

Cllr Wilkinson also advised Breckland Council has launched 'Future Breckland: Thriving People & Places'. This new initiative will create a blueprint for the future of the district, with a focus on each of its five market towns, including Swaffham, and their unique strengths. The programme had been planned for some time but will be delivered to complement Breckland's Covid-19 recovery plans, seizing the opportunity to define the future of the Breckland economy, as the way we live and work could be significantly altered by the experience of the pandemic. How people relate to their local town, and what they require from it, is a major question being asked nationally - and Breckland is looking to be at the forefront of future thinking.

18. Members concerns and agenda items for the next meeting

Phone kiosk on The Street – Cllr O'Donnell advised the empty phone kiosk in the village was available to adopt from BT for £1. After a discussion it was felt this would be a beneficial purchase for the Parish. Cllr Sanderson asked the clerk to make initial enquiries with BT. *Clerk to action.*

Village Hall – there was a discussion regarding the Village Hall. At present the Village Hall remains closed. The PC are keen to resume the Parish Council meetings at Beachamwell Village Hall, as from 7 May PC meetings are legally required to take place face-to-face. Cllrs O'Donnell & Lambert both reported the exterior of the hall needed painting and the patio area at the rear was over-grown with weeds. Cllr Sanderson asked the Clerk to write to the Chair of the Village Hall Committee for an update on when the hall will reopen and the future events and plans for the hall following the Covid Grants received from BDC, as the PC are keen support the future success of the village hall. *Clerk to action.*

19. Date of next meeting

The date of Monday 19th July 2021 was confirmed for the next meeting which would be held in the Village Hall.

Meeting closed at 8.46pm

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